

DoD Performance **Management Program**

Supervisors How to Guide: **Creating Performance** **Plans**

DCPDS WEBSITE

<https://compo.dcpds.cpms.osd.mil/rsouiportal/AccessRegions.jsf>

DPMAP - MYBIZ

DoD PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)

- Reference CNGBI 1400.25, Vol 431
- Periods of appraisal:
 - Trial/Probation - 1 year from appointment
 - Annually - 1 Apr – 31 Mar, Effective date of 1 Jun

DPMAP – Performance Plan Requirements

- **Mission Goals**
- **Job Objectives (3 to 5)** – Critical areas of Position
Specific, Measurable, Aligned, Relevant/Realistic & Timed (SMART)
- **Interim/Progress Review mandatory** - Higher level review not required if employee is performing at the fully successful level or higher.
- **Self Assessment** – Employee must be given the opportunity to provide comments on progress review and annual appraisal
- **Annual Appraisal** – Employee comments and HLR required


Performance Timeline

- **Performance Plan Approved**; plan due within 30 days of assignment to a position or after the end of a previous rating period, not 30 days after the previous appraisal was complete.
- **Progress Review**; must be on an approved plan (this includes modified plans) for at least 90 days, must be 90 days with current supervisor, and at least 90 days prior to the rating period end date.
- **Annual Appraisal**; due 30 days after end of rating period, e.g. end date is 31 March, appraisal due NLT 30 April.


- Ongoing
- Supervisors and employees **share** responsibility
- Consist of:
 - ✓ Proactively **planning** work and setting expectations
 - ✓ Continually **monitoring** performance
 - ✓ **Evaluating** performance in a summary fashion
 - ✓ **Recognizing and rewarding** good performance



MyBiz+ Home Page



Other DCPDS Applications ▾ ★ Favorites ▾



What's Your New Year's Resolution?

Check out the
Civilian Expeditionary Workforce (CEW)

It's the Opportunity of a Lifetime!

Notifications	
Read / Unread	Title
*	Emergency Contact Information is more than one year old
*	A Regular Within-range Increase action has been processed. The personnel action (or NPA) is expected to be processed within the next 48 hours.
	Emergency Contact Information is more than one year old


★ You have 2 unread notifications

Welcome, Stephen P. Oppliger, II

The information is current as of 27-Feb-2020

Home

Key Services

Manage Key Services 

MyPerformance

Manager Functions

Performance Management and Appraisal

Apply Action(s) to Multiple Employees

Manage MyPerformance Trusted Agent Authorization

View/Print Performance Management Reports

View Previous Requests

CIV Fill Request Status

Request Employment Verification

Civilian Career Report

Other DCPDS Tools

DCPDS Navigator Homepage

Add HR Region Associations

DCPAS CMIS Account

MyBiz+ for HR Professionals REG15

Last Personnel Action

Type of Action:Regular Within-range Increase

Effective Date:16-Feb-2020

\$ Insurance

Health Insurance:Federal

Life Insurance:Basic or


\$ Pay

Gross Pay:

Net Pay:

Pay Period End Date:

Start by choosing the type of plan you want to create. For all Technician and T5 employees use the DoD Performance Management Appraisal Program and click Go.



MyPerformance

MyBiz+ | Help | | Logout

[MyPerformance Main Page](#) | [Provide Guest Feedback](#)

Rating Official/Higher Level Reviewer

MyPerformance Main Page

[Need Help?](#)

Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

☒ **TIP** Only Employees that have a plan in progress are listed below.

Show Me Appraisal Year

Create New Plan

Records Displayed

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Pan, Jessica K	Pan, Jessica K	Oppliger, II, Stephen P.	2020	88847	20-May-2019	DoD	Approved	Progress Review Completed	<input type="button" value="View"/> <input type="button" value="Go"/>
UNGER, JOSIAH D	UNGER, JOSIAH D	Oppliger, II, Stephen P.	2020	88274	20-May-2019	DoD	Approved	Plan Approved	<input type="button" value="View"/> <input type="button" value="Go"/>
Dockter, Desirae T.	Dockter, Desirae T.	Oppliger, II, Stephen P.	2020	88697	10-May-2019	DoD	Approved	Progress Review Completed	<input type="button" value="View"/> <input type="button" value="Go"/>
Anderson, Denise L	Anderson, Denise L	Oppliger, II, Stephen P.	2020	85207	10-May-2019	DoD	Approved	Progress Review Completed	<input type="button" value="View"/> <input type="button" value="Go"/>

Select the link to search for Completed Plans.

[Show Completed Plans/Appraisals](#)

Choose which employee you are creating a plan for and then click Create. This screen will display all employees you have in your Hierarchy. If any of your employees do not show up or you have extra employees, please contact Mr. Steve Oppliger.



DoD Performance Management Appraisal Program

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People in Hierarchy

The MyPerformance tool is only available to employees and supervisors whose position is covered by the new DoD Management Policy contained in DoDI 1400.25 Version 430, dated August 5, 2015, and whose organization is scheduled for immediate transition to the new performance program.

[Return to Main Page](#)

[Need Help?](#)




Expand All | Collapse All





Focus Name	Occupational Code	Position Name	Organization	Performance Plan
Oppliger, II, Stephen P.				
Anderson, Denise L	0201.Human Resources Management (0201)	T5030000.HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEMS).699763.NGAR.APPR	NEARNG FULL TIME SUPPORT NGARW01EAA 01	Create
Dockter, Desirae T.	0343.Management And Program Analysis (0343)	T5112000.MANAGEMENT ANALYST.722103.NGAR.APPR	NEARNG FULL TIME SUPPORT NGARW01EAA 01	Create
Pan, Jessica K	0201.Human Resources Management (0201)	T5029000.HUMAN RESOURCES SPECIALIST (HRD).762863.NGAR.APPR	NEARNG FULL TIME SUPPORT NGARW01EAA 01	Create
UNGER, JOSIAH D	0610.Nurse (0610)	T5155000.OCCUPATIONAL HEALTH NURSE.722023.NGAR.APPR	NEARNG FULL TIME SUPPORT NGARW01EAA 01	Create

Supervisory Commitment Statement

Select Acknowledge

 **DoD Performance Management
Appraisal Program**

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 Confirmation

[Supervisory Commitment Statement](#)

I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals; establish open communication; monitor and evaluate employee performance; recognize and reward performance, and appropriately address deficient performance.

Acknowledge

The plan dates will pre-populate with the standard rating period. If the employee is serving a probationary period, the rating period will be the effective date of appointment through the end of the probationary period.



DoD Performance Management
Appraisal Program

MyBiz+ | Help | v | Logout

Create Performance Plan


Employee Information

Employee Name UNGER, JOSIAH D
▶ Show Employee Details

Setup Details

* Indicates required field


Appraisal Type Annual Appraisal - DoD


 TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Please review and change this date, if necessary.

* Appraisal Period Start Date01-Apr-2020
(dd-mmm-yyyy)

* Appraisal Period End Date31-Mar-2021
(dd-mmm-yyyy)

Appraisal Effective Date01-Jun-2021
(dd-mmm-yyyy)

* Rating Official NameOppliger, II, Stephen P. 

* Higher Level Reviewer NameNuss, Nicole D 

Standard Rating Period

Start Date = 01-April

End Date = 31-March

Effective Date = 01-June

Cancel and Return to Main Page

Need Help?

Build New PlanCopy from Existing Plan

Probationary Rating Period Example – SF50

Appointment effective 6-Jun-19

Start Date = 06-June-2019

End Date = 05-June-2020

Effective Date = 06-June-2020


Rating Period Following the completion
of the above example:

Start Date = 6-June-2020

End Date = 31-March-2021

Effective Date = 1-June-2021

Example 1: Copying a plan from an existing Plan



DoD Performance Management
Appraisal Program

MyBiz+ | Help | | Logout

Create Performance Plan

Cancel and Return to Main Page

[Need Help?](#)


Employee Information

Employee Name UNGER, JOSIAH D
[Show Employee Details](#)

Setup Details

* Indicates required field

Appraisal Type Annual Appraisal - DoD

 **TIP** The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Please review and change this date, if necessary.

* Appraisal Period Start Date01-Apr-2020
(dd-mmm-yyyy)

* Appraisal Period End Date31-Mar-2021
(dd-mmm-yyyy)

Appraisal Effective Date01-Jun-2021
(dd-mmm-yyyy)


* Rating Official NameOppliger, II, Stephen P.
Search

* Higher Level Reviewer NameNuss, Nicole D
Search

Build New Plan

Copy from Existing Plan

Type in the name of the employee whose plan you wish to copy and select find. You can only copy plans for employees you have created one for in the past.



DoD Performance Management
Appraisal Program

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Copy Performance Plan

[Return to Plan Setup](#)

[Need Help?](#)

TIP Rating Officials and employees can copy a performance plan from one year to the next. Rating Officials can copy a plan from one employee to another. Once copied, the performance plan can be altered accordingly.

Search

Note that the search is case insensitive

Please enter your search criteria and select the "Find" button to see the result.

Select the "magnifying glass" for assistance in entering the employee name. You must enter a search criteria value in either employee name or appraisal effective date.

Employee Name

UNGER, JOSIAH D

Appraisal Effective Date

(dd-mm-yyyy)

Find


Clear

Appraisal ID

No search conducted.

Employee Name	Employee Number	Appraisal Effective Date	Plan Approval Date	Appraisal Type	Plan Status	View	Copy

Once you locate the plan, select Copy.



**DoD Performance Management
Appraisal Program**

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Copy Performance Plan

Return to Plan Setup

TIP Rating Officials and employees can copy a performance plan from one year to the next. Rating Officials can copy a plan from one employee to another. Once copied, the performance plan can be altered accordingly.

Search

Note that the search is case insensitive

Please enter your search criteria and select the "Find" button to see the result.

Select the "magnifying glass" for assistance in entering the employee name. You must enter a search criteria value in either employee name or appraisal effective date.


Employee Name: UNGER, JOSIAH D

Appraisal Effective Date: (dd-mm-yyyy)

Find Clear

Appraisal ID	Employee Name	Employee Number	Appraisal Effective Date	Plan Approval Date	Appraisal Type	Plan Status	View	Copy
88274	UNGER, JOSIAH D	284611	01-Jun-2020	20-May-2019	Annual Appraisal - DoD	Approved		

There are 4 steps to review; Verify the dates, review and modify (if applicable) the Mission Goals and Performance Plan Elements and Standards, and finally Approvals and Acknowledgments. Proceed to slide 21

**DoD Performance Management Appraisal Program**

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Plan | View/Print Form

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- | Go

Employee Information

Employee Name UNGER, JOSIAH D
▶ Show Employee Details




This screen allows you to view and change the details of your employee's performance plan.

Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.


For additional guidance, select [Need Help?](#)

Appraisal Type	Annual Appraisal - DoD	Performance Plan Approval Date	
* Appraisal Period Start Date	01-Apr-2020 	Plan Last Modified Date	
	(dd-mmm-yyyy)	Created By	Oppliger, II, Stephen P.
* Appraisal Period End Date	31-Mar-2021 		
	(dd-mmm-yyyy)		
* Appraisal Effective Date	01-Jun-2021 		
	(dd-mmm-yyyy)		
Rating Official Name	Oppliger, II, Stephen P.		
Higher Level Reviewer	Nuss, Nicole D		

Save and Continue

Example 2: Build New Plan.

Please review DPMAP Lesson 3 Planning Performance if this is your first time creating a Performance Plan.



DoD Performance Management
Appraisal Program

MyBiz+ | Help | Logout

Create Performance Plan

Cancel and Return to Main Page

Need Help?

Employee Information

Employee Name UNGER, JOSIAH D
[Show Employee Details](#)

Setup Details

* Indicates required field

Appraisal Type Annual Appraisal - DoD

☒ TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Please review and change this date, if necessary.

* Appraisal Period Start Date01-Apr-2020
(dd-mmm-yyyy)

* Appraisal Period End Date31-Mar-2021
(dd-mmm-yyyy)


Appraisal Effective Date01-Jun-2021
(dd-mmm-yyyy)

* Rating Official NameOppliger, II, Stephen P.
Search

* Higher Level Reviewer NameNuss, Nicole D
Search

Build New PlanCopy from Existing Plan

Verify the dates and complete Steps 2 & 3.



DoD Performance Management Appraisal Program

MyBiz+ | Help | v | Logout

Plan | View/Print Form

Step 1: Plan Details | **Step 2: Mission Goals** | Step 3: Performance Elements and Standards | Step 4: Approvals and Acknowledgments

-- Choose an Action --

Employee Information

Employee Name UNGER, JOSIAH D
[Show Employee Details](#)

This screen allows you to view and change the details of your employee's performance plan.

Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select [Need Help?](#)

Appraisal Type	Annual Appraisal - DoD	Performance Plan Approval Date	
* Appraisal Period Start Date	01-Apr-2020	Plan Last Modified Date	
	(dd-mmm-yyyy)	Created By	Oppliger, II, Stephen P.
* Appraisal Period End Date	31-Mar-2021		
	(dd-mmm-yyyy)		
* Appraisal Effective Date	01-Jun-2021		
	(dd-mmm-yyyy)		
Rating Official Name	Oppliger, II, Stephen P.		
Higher Level Reviewer	Nuss, Nicole D		

Save and Continue

Insert your Mission Goals. Your mission goals should be the same for each employee you rate in a similar position or work section. Once you are complete, select Save and Continue.

[Plan](#) [View/Print Form](#)

[Step 1: Plan Details](#) **[Step 2: Mission Goals](#)** [Step 3: Performance Elements and Standards](#) [Step 4: Approvals and Acknowledgments](#)

Choose an Action --

Employee Information

Employee Name UNGER, JOSIAH D
[Show Employee Details](#)

DoD Core Values: Leadership, Professionalism, and Technical Knowledge through dedication to duty, integrity, ethics, honor, courage, and loyalty.

This screen allows you to enter your employee's Component organizational values, mission statements, or goals which apply to their performance elements and standards.

Step 2: Mission Goals


- Enter your Component's organizational values, mission statement, or goals directly in the text box or copy and paste from another document.
- Select Save and Continue button at the bottom right corner to move to Step 3: Performance Elements and Standards.
- Select Save and Go Back button at the bottom right corner to go back to Step 1: Plan Details.

For additional guidance, select **Need Help?**

(Limit to 1000 characters)

Counter

Step 3; Select Add Performance Element.



DoD Performance Management Appraisal Program

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Plan | View/Print Form

Step 1: Plan Details | Step 2: Mission Goals | **Step 3: Performance Elements and Standards** | Step 4: Approvals and Acknowledgments

-- Choose an Action --

Go

Employee Information

Employee Name UNGER, JOSIAH D
[Show Employee Details](#)

This screen allows you to add or update a performance element and view approved performance elements for your employee. Performance elements should be written using the SMART criteria. Select [Need more information?](#) link to view the SMART criteria.





Step 3: Performance Elements and Standards

- Select Add Performance Element button to add a new performance element and standard(s).
- Select Update button under the Details Action column to update an unapproved performance element.
- Select Delete icon under the Details Delete column to delete a performance element.
- Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgments.
- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

For additional guidance, select [Need Help?](#)


Details	Number	Title	Status	Element Type	Action	Delete
No results found.						

Add Performance Element



Save and Go Back | Save and Continue

Complete all steps under Step 4 Approvals and Acknowledgments.



DoD Performance Management Appraisal Program

MyBiz+ | Help | v | Logout

Plan | View/Print Form

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | **Step 4: Approvals and Acknowledgments**

-- Choose an Action --

Go

Employee Information





Employee Name UNGER, JOSIAH D
[Show Employee Details](#)

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select [Need Help?](#)



[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

If you have not been delegated authority to review the plan on behalf of your Higher Level Reviewer, complete option A and Transfer to HLR with E-mail Notification. If you have been delegated authority, complete option B.

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▲	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start

✓ TIP There are two options available to complete this step. If you are both the rating official and higher level reviewer, use Option B to document the approval.

Option A - Transfer to the Higher Level Reviewer

Name	Title
Oppliger, II, Stephen P.	Rating Official
Nuss, Nicole D	Higher Level Reviewer

✓ TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer |

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

[Spell Check](#)

Notice: You are about to contact Nuss, Nicole D by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

[Cancel](#) [Transfer to Higher Level Reviewer without E-mail Notification](#) [Transfer to Higher Level Reviewer with E-mail Notification](#)

Option B - Document the higher level review has taken place by entering the following information

Higher Level Reviewer |


Review Date |

Method of Review |


Other Method |

[Cancel](#) [Save](#)

Once steps 1 & 2 have been completed, complete step 3, Document Communication to Employee.




DoD Performance Management Appraisal Program

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Plan | View/Print Form

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | **Step 4: Approvals and Acknowledgments**

Choose an Action --

Go

Employee Information







Employee Name UNGER, JOSIAH D
[▶ Show Employee Details](#)

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select [Need Help?](#)


     

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
▶	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	<div>Start</div>
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

Insert the date you communicated to the employee and the method of communication. Then select Save and Transfer to Employee for Acknowledgment. It is extremely important that you ensure the employee receives the plan and acknowledges it. Please do not Save and go to Step 4 or acknowledge on the employees behalf unless you have communicated your intent with the employee and they agree.

**DoD Performance Management Appraisal Program**

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Plan | View/Print Form

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | **Step 4: Approvals and Acknowledgments**

Choose an Action -- | Go

Employee Information

Employee Name: UNGER, JOSIAH D
[Show Employee Details](#)

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select [Show All Details](#) link to see approvals and acknowledgment information (dates, method, etc.) and [Hide All Details](#) link to collapse all steps.
- Select [Show](#) link to see approvals and acknowledgment information for each step and [Hide](#) link to collapse step.
- Select [Start](#) button under Action column for the step that needs to be completed.
- Select [Save](#) and [Go Back](#) button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
▶	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
<div><div>Communication Date: <input type="text" value="dd-mm-yyyy"/></div><div>Communication Method: <input type="text" value="Other"/></div></div>			
<div>Cancel Save and Transfer to Employee for Acknowledgment Save and go to Step 4</div>			
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

[Save and Go Back](#)

My Biz\My Workplace\DPMAP

- If you encounter login or access issues with MyBiz/MyWorkplace, please contact Denise Anderson – Ext 8177
- If you have any questions regarding how to use MyBiz, or have questions regarding employee performance, please contact Steve Oppliger – Ext 8185

There is a link to DCPDS on the NEGUARD WEBSITE

itle-5-Branch.aspx

Search...

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TECHNICIAN & TITLE 5 BRANCH

Employee Benefits Telework Classification Labor Tech Guides & Regulations DCPDS - PAA Staffing Training

Awards

- NE TPR 451
- TPR 451
- NGB Form 32 (Request Form)

Employee Benefits and Documents

- Employee Benefits Information System (EBIS) at ABC-C Benefit Center
- EBIS Brochure and Instructions
- **MyBiz & MyWorkplace**
- MyPay

Insurance (Health & Life)

- Federal Employees Insurances (OPM site)
- FEHB & FEGLI Enrollment and Changes of EBIS
- Federal Employees Group Life Insurance (FEGLI) website
- Federal Employees Health Benefits (FEHB) website
- Federal Employees Dental and Vision Insurance Program (FEDVIP) website
- Federal Long Term Care Insurance (FLTCP)
- Flexible Spending Account (FSA) website

Leave

- CNGBI 1400.25, Vol. 630 - National Guard Technician Absence and Leave Program
- CNGBN 1408 - Technician Personnel Interim Post Conversion Overtime and Compensatory Time Policy
- Rights under the Family and Medical Leave Act of 1993
- Leave Chart (Excel Format)
- OPM Leave Facts Sheets
- Alternate Work Schedule Memo
- FAQ on Maxiflex Schedule
- Work Schedules, Telework, and Timekeeping 2017

Voluntary Leave Transfer Program

Military Duty & USERRA

- Employee Rights and Benefits
- Elections/Acknowledgement while on Active Military Duty
- Return from Active Military Duty
- TSP Fact Sheet
- FEGLI Election

USERRA Resources

- Office of Personnel Management (OPM)
- Federal Employees Group Life Insurance (FEGLI)
- Federal Employees Health Benefits Insurance (FEHB)
- Employer Support of the Guard and Reserve
- Military Site Information
- Veteran's Guide
- Department of Labor

Military One Source

- Visit the Military One Source website

OWCP - Workers Comp.

- CA-1 Form - Notice of Injury
- CA-1 Electronic Filing Instructions
- CA-1 - Website
- CA-550 - FAQs on Federal Employees Compensation Act (FECA)
- How Do I Code my Employees Timesheet?

Pay

- Pay table - GS
- Pay table - WG
- Hours of Work for Travel (pdf)

Thrift Savings Plan